



Job Announcement

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Opening Date:	February 18, 2010	Closing Date:	March 4, 2010
Job Title:	Administrative Clerk	Position Type:	Regular
PIN:	000773	FLSA Status:	Exempt
Location:	District II, District Court of Maryland Dorchester, Somerset, Wicomico and Worcester Counties	Grade/Salary Range:	\$06-\$71,572-\$111,423
		Entry Range:	\$71,572 - \$85,728 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Responsible for the day to day operation and administrative functions of the District Courts in Dorchester, Somerset, Wicomico and Worcester Counties. Reports to the Administrative Judge and Chief Clerk while directing a staff of 79 with a workload that consists of criminal, traffic, landlord and tenant, and civil cases. Responsible for maintaining the timely, accurate, efficient and professional processing of the court's significant case load while maintaining acceptable case flow standards. Identifies opportunities to improve current operational systems through business process evaluation, analysis, and re-engineering, and performing statistical trend analysis and evaluation. Evaluates and designs new programs and initiatives to improve customer service and overall court efficiency while meeting or exceeding established standards.

Education: Bachelor's Degree from an accredited college or university.

Experience: Six years of progressively responsible supervisory and management experience, four years of which must have been in a judicial environment.

Skills/Abilities: Knowledge of the principles and practices of public administration, management, and supervision. Demonstrate strong research and problem resolution capabilities. Ability to present clear and concise ideas and analysis; excellent organizational skills; a strong background in team building and management; and a willingness to learn and adapt to a changing environment. Ability to perform the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN number, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.